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18 JUN 1971

MEMORANDUM FOR: Chief, DD/S Plans Staff


SUBJECT : Annual OMB Management
Improvement Plans/Report

Pursuant to the request contained in your memorandum,
Subject as above, dated 20 May 1971, the attached report is
submitted for your consideration to the annual report requested
from O/PPB.


Acting Director of Security

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Distribution:

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GROUP 1
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downgrading and
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ATTACHMENT

DDS Annual Management Improvement Plan
Directorate

30 June 1971

I - Management Effectiveness Goals (FY 72)

Brief Description of Effort Planned During Upcoming Year	Goals or Objective of Proposed Effort
<p>1. <u>Individual Career Advancement Program</u> - A thumb-nail description of all professional positions within the Security Career Service has been compiled and is available to all Security careerists.</p> <p>All Security careerists have completed an ICAP form which reflects a visual profile of a Security careerist as well as his preference for three future assignments and the training he feels is required.</p> <p>To implement the Program, the completed ICAP forms will be reviewed and catalogued for use by the Personnel Branch and the Office of Security Career Service Board. Purpose is to assist the careerist insofar as possible into assignment desired and yet meet the needs of this Office.</p>	<p>1. <u>Individual Career Advancement Program</u></p> <p>(a) To surface talent.</p> <p>(b) To motivate careerists toward building broad foundations for security careers.</p> <p>(c) To place more employees in the jobs which they want.</p> <p>(d) To stimulate the desire for training and language development and</p> <p>(e) Develop a Career Service which is cognizant of individual desires in building an inventory of careerists qualified and ready for broad utilization.</p>

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I - Management Effectiveness Goals

Brief Description of Effort Planned During Upcoming Year

Goals or Objective of Proposed Effort

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5. After a favorable DDS Records Administration Branch feasibility survey in coordination with OS, obtain authorization for the purchase and installation of mobile shelving as replacement for some of the open fixed shelf filing equipment in the Security Records and Communications Division.

5. In one area of 1875 square feet, 4320 linear feet of the conventional open shelf filing equipment have been installed. The installation of mobile shelving will increase the capacity for dossiers to 7200 - an increase of 66 2/3% - which would avoid relocation of the Division at a later date.

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DDS
Directorate Annual Management Improvement Report

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30 June 1971

III - Management Effectiveness Accomplishments FY 71

Summary of Improvement or
Cost Reduction Achieved

Estimated Savings for Each
of Next Three Fiscal Years

Activity to Which Saving
Will be Programmed

Unable to determine savings at this level. Case handling time has been reduced by at least five days.

To other work areas.

2. Security review of actions supplemental to retirement such as letters of appreciation, medallions, awards, etc. have been standardized and controlled to eliminate duplicate review. Each retirement action is now analyzed in one file review to cover all requirements.

There were 678 retirements during FY 1971. Supplemented actions approximated \$80. A total of 147 hours was saved.

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III - Management Effectiveness Accomplishments FY 71

Summary of Improvement or Cost Reduction Achieved	Estimated Savings for Each of Next Three Fiscal Years	Activity to Which Saving Will be Programmed
<p>3. New procedures and search criteria were established which eliminated unnecessary and unpro-</p> <div data-bbox="87 1331 571 1407" style="border: 1px solid black; height: 36px; width: 298px;"></div>	<p>Not susceptible to measurement or evaluation in terms of dollars saved.</p>	<p>3. The clerical and administrative time saved enabled exploitation of a new source of Special Intelligence as well as collateral information. Work requirements for a GS-13 were reduced with the GS-13 being given additional responsibilities</p>

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Summary of Improvement or Cost Reduction Achieved	Estimated Savings for Each of Next Three Fiscal Years	Activity to Which Savings Will be Programmed
4. The Office of Personnel adopted the use of applicant release forms. This will insure easier access to applicant information at less cost by field investigations.	It is impossible to estimate the savings that will be effected by this change because of many variables. Savings will be realized while ensuring completeness of investigations at the same time protecting the rights of the individuals involved.	
5. A Color Coded Case Control system was established in the Clearance Support Branch, Personnel Security Division. The thousands of individual monthly actions are now collected on a monthly basis and past actions can be verified without the necessity of calling for individual files.	Unable to ascertain the number of manhours saved.	
6. Reduced approximately 5-10% of total support requests as not feasible either through existing operational problems (i. e., cover considerations, jurisdictional responsibility) or because the requester was reluctant to bear the cost.	Unable to determine savings.	6. To devote efforts to more important activities.

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III - Management Effectiveness Accomplishments FY 71

Summary of Improvement or Cost Reduction Achieved	Estimated Savings for Each of Next Three Fiscal Years	Activity to Which Saving Will be Programmed
<div data-bbox="84 1245 570 1341" style="border: 1px solid black; height: 46px; width: 299px; margin-bottom: 10px;"></div> <p>over 15% during the past year without an increase in personnel by utilizing telephone arrangements and by encouraging visits of liaison contacts to Headquarters. This resulted in a decrease of travel and entertainment costs, the amount of which cannot be accurately estimated.</p>	<p>Not subject to an accurate figure.</p>	<p>Same activity, but increased production.</p>

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IV - Cost Reduction Accomplishments FY 71

Summary of Improvement or Cost Reduction Achieved	Estimated Savings for Each of Next Three Fiscal Years			Activity to Which Savings Will be Programmed
1. Replaced one (1) IBM 029 Key Punch Machine and six (6) IBM 059 Verifiers with four (4) Univac 1701-04 VP Key Punch/Verifiers in April 1971. Approximate savings during 4th Quarter FY 1971 - \$564.00.	\$2256.00*	\$2256.00*	\$2256.00*	1. None. Amount of funds requested for rental fees will be reduced.
2. The destruction of temporary work files by the Overt Branch, Investigations Division, has resulted in a return of two safes during FY 1971 and a projected turnback of three safes in FY 1972. In addition there has and will be reduction of clerical and professional work requirements. There was a reduction in costs of \$1303 during FY 1971.	\$1063.00	\$ 375.00	\$ 375.00	2. The elimination of temporary work files has and will continue to reduce processing time within the Investigations Division.